

**ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE  
OCAPICA  
JOB ANNOUNCEMENT**

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**Title: Personal Services Coordinator I**  
**FLSA: Non-Exempt, Full-Time**  
**Pay Range/ Rate: \$27**

**Division: Mental Health- Project FOCUS (FSP/W)**  
**Supervisor: PSC II & Site Supervisor**  
**Revised: April 2024**

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**Summary**

The Personal Services Coordinator (PSC) I will work with youth participants, family members, and other needed treatment team members to provide comprehensive rehabilitation services. The Full Service Partnership Wraparound (FSP/W) program focused on underserved, Asian American and Pacific Islander children, youth and transitional age youth (0-25 years old) who have severe mental illness (SMI) or severe emotional disturbances (SED). The FSP/W-Project FOCUS (For Our Children's Ultimate Success) provides culturally and linguistically competent, family-centered, strength-based, and need-driven models of care, where enrollees identify their needs and strengths while working with care teams as equal partners.

**Essential Functions**

- Provide case management and rehabilitation services for youth participants and their family members.
- Facilitate and implement Care and Wellness Recovery Action Plans of youth participants and family members.
- Maintain a minimum caseload to support both participants and family members.
- Must meet monthly goals requirement
- Appropriately and thoroughly document all services rendered and contact had with participants in the form of billable and non-billable progress notes in compliance with state, county, and Medi-Cal standards.
- Provide crisis interventions as needed for youth participants and their family members.
- Coordinate care for participants in collaboration with other staff members and other county agencies as part of a multidisciplinary team member.
- Participate in staff meetings, trainings, case conferences, peer review meetings, and supervision sessions.

**Minimum Qualifications - Knowledge, Skills and Abilities Required**

- Bachelor's degree with at least 1-2 years experience in the mental health or social services field.
- Bicultural and bilingual in any Asian and Pacific Islander Language, preferably Vietnamese or Mandarin
- Demonstrate knowledge of and sensitivity towards various Asian and Pacific Islander cultures
- Ability to work in a multidisciplinary team inclusive of other staff, other community agencies, participants, family members, and etc.
- Excellent verbal and written communication skills.
- Excellent organizational and prioritization skills.
- Ability to keep accurate records and prepare reports, detailed oriented and good organizational skills.
- Ability to be proficient and timely with required paperwork, strong computer skills.
- Must be able to work collaboratively with other agency partners.
- Must possess interpersonal skills and ability to maintain professional boundaries.
- Valid and current California Driver's License, proof of car insurance, and reliable transportation.
- Ability to do some travel for conferences, meetings, trainings, and data collections at other API sites.
- Occasional weekend, evening and on-call hours as needed. Ability to work flexible schedule.
- Verification of employment eligibility and Background Check required.
- Regular attendance required.

**Desired Qualifications - Knowledge, Skills and Abilities**

Ability to be flexible and take initiative

**Supervisory Responsibilities**

No supervision of employees will be required at this time.

**Environmental Conditions (Working Conditions)**

The environment for this position is an office environment (may include shared office space), and community (field) based settings. Driving in all weather conditions required.

**Physical Requirement**

In the course of performing this job, the incumbent typically spends time sitting, standing, driving, walking, typing, filing, listening, speaking, and light lifting.

**Mental Requirement:** The incumbent in this position must be able to accommodate for any/all of the following: tolerance for distractions/interruptions, uncontrollable changes in priorities/work schedules. They must also be able to process information, think, and conceptualize in a clear and timely manner.

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### **Application Process**

Application deadline: Until filled.

Please e-mail or fax a cover letter, resume and 3 professional references (past supervisors including e-mail address and phone number) to: [careers@ocapica.org](mailto:careers@ocapica.org)

FAX: (714) 228-9795

Please ensure that the email subject has the job title: **Personal Services Coordinator I**

**No phone calls please.**

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### **Agency Background**

OCAPICA was established in 1997 as a nonprofit organization with a specialty in serving the diverse Asian American and Pacific Islander communities. Since then, OCAPICA has expanded and serves all communities, especially low income communities through several different programs in health, mental health, workforce development, policy and civic engagement, youth development, and education. OCAPICA has more than 90 employees that speak 24 languages and serve more than 40,000 community members a year.

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